



**CITY OF LONG LAKE
PLANNING COMMISSION MEETING MINUTES
February 10, 2009**

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chair Crump.

Present: Committee Members Crump, Skjaret, Hoen and Loosen; Interim City Administrator Post.

Absent: Committee Member Hultmann (excused)

APPROVE AGENDA

Commissioner Loosen moved to approve the agenda as presented. Commissioner Skjaret seconded. Ayes: all.

CONSENT AGENDA

A. Minutes of the January 13, 2009 Planning Commission Meeting

Chair Crump stated that during the discussion on the signage for Chunk's Garage, he would like the minutes clarified that signage on an awning is one and the same as signage on a building. He advised that the total area for signage is a cumulative total.

Commissioner Skjaret moved to approve the Consent Agenda as amended. Commissioner Hoen seconded. Ayes: all.

OPEN CORRESPONDENCE

None.

NEW BUSINESS

A. Receive and Review 2009 Land Use Application Materials Including Planning Case Submittal Calendar Deadlines

Interim City Administrator reviewed the staff report for the Planning Commission. He included the land use packet, fee schedule, and monthly deadlines for applicants' plans.

Chair Crump questioned if the actual cost to do the review is the same as the fee that the City is charged for the consultant. He advised that the use of a consultant is new this year.

Interim City Administrator advised that for a fee there is a certain base-level of services provided. He questioned what portion of the application would be processed in-house, without the use of contracted services, and which would be sent out. He advised that without any planning cases being reviewed yet this year, he could not say. He thought that as much work as possible would be done in-house. He advised that the consultant fee would be passed on to the applicant, to a certain degree. He advised that the City would need to absorb some of the consultant costs.

Chair Crump did not think that some of the fees matched the costs that would be charged to the City.

Interim City Administrator Post stated that he is unaware of how much time previous Staff had put into planning cases.

Chair Crump questioned if the City would be charged \$500 for something that a resident applied for.

Interim City Administrator advised that benchmarking would need to take place before that could be done, and explained that in that process the City may have to eat some of the costs.

Commissioner Loosen questioned if the previous City Planner could be contacted to determine what was done in-house prior. He advised that it would also depend on what the City Council thinks in regard to the fees schedule.

Interim City Administrator Post commented that they do not want to get into the situation where the City would be upside down on an application and explained that escrow could be used in certain situations.

Commissioner Skjaret questioned whether a certified land survey would be required.

Chair Crump advised that the City has not been requiring certified land survey for small residential projects.

Commissioner Skjaret questioned if the language should be changed in regard to the land survey.

Chair Crump did not think the language should be changed at this time, as the language is for all development, not just small residential.

B. Discussion of Pedestrian Walkway/Future Trail Connections as They Appear in the City's Comprehensive Plan Update

Interim City Administrator Post reviewed the staff report for the Planning Commission. He attached a draft of the future map for walkways and future trails.

Chair Crump advised that he wanted to begin the discussion for this project. He thought that Daniels Street was probably one of the largest areas of concern. His thought was that there are things that could be done without the City spending a large amount of funds, such as speaking to property owners about future trails or walkways.

Interim City Administrator advised that Staff had a notion to extend the sidewalk from Virginia to the Post Office on the north and south sides. He advised that also discussed was continuing the sidewalk from the Post Office, down the south side to the Public Works Building. He explained that high-speed traffic had been an issue previously on Daniels, but advised that the Council was not supportive of adding a three-way stop at that location.

Commissioner Loosen advised that Marv was not supportive of using the road for any portion of the sidewalk.

Chair Crump explained that is why the property owners should be spoken with, to determine if private land could be gained for the sidewalk.

Interim City Administrator Post advised that another option would be to stripe a pet or bike lane onto Daniels.

Chair Crump advised that Marv was not in favor of using the roadway for that purpose.

Commissioner Skjaret advised that bike lanes are found all over and thought that it would be a good addition and method to gaining more traffic to the downtown area. He also questioned if marked crosswalks could be used.

Commissioner Loosen thought that the high-speed traffic was an issue to the addition of a bike lane on Daniels. He thought that a painted stop bar would be a good addition to Daniels and Willow to help guide pedestrian traffic across that location.

Interim City Administrator Post questioned if Daniels Street was the highest priority for the Commission in regard to pedestrian and bike traffic.

Chair Crump agreed. He thought that the problem with Brown Street had been resolved, and agreed that Daniels Street would be the next priority.

Interim City Administrator Post advised that someone has changed the sequence since the bypass to adjust the timing of the lights. He questioned if there was a specific recommendation to carry forward to the Council or Public Works Department.

Chair Crump thought that Daniels, crossing east to west, and Willow to Highway 12.

Commissioner Skjaret thought that the area near Rooster's was also a concern.

Chair Crump advised that a crosswalk in that location would be a liability to the City because you are making the public feel comfortable crossing in a location that is unsafe, because of high-speed traffic.

Interim City Administrator Post advised that there is a Council worksession next Tuesday where a County Engineer will discuss a turn back. He advised that Highway 12 is a MINDOT Highway, and will change to a County Highway in June 2009. He thought that might be a good opportunity to talk to the County about possibilities for that roadway.

Commissioner Skjaret stated that in order to have a walkable downtown, concessions would need to be made.

Interim City Administrator Post confirmed that the priorities would include gaining stop bars at the intersections on Daniels Street; trying to develop alternatives to pedestrian/bike traffic for Daniels Street, without sidewalks; and the Rooster's intersection. He questioned if a member of the Planning Commission is normally appointed to the Turn Back Committee.

Chair Crump advised that normally the updates for the Turn Back Committee are given to the Commission from the Council Liaison.

OTHER BUSINESS

Council Liaison Report

Councilmember Olson was not present.

Commission Member Business

Commissioner Skjaret questioned if there was an update from the MINDOT meeting in regard to the signage on Highway 12.

Interim City Administrator Post advised that the MINDOT representative had rolled out a temporary comprehensive sign plan for the corridor. She committed to having the new signs up within three weeks, which would be February 20th. He advised that the sign would state Orono and Long Lake. He advised that the policy is to include the City name only and not include business district. He stated that the permanent sign solution will call the roadway Old Highway 12, rather than choose between Long Lake Boulevard and Wayzata Boulevard.

Commissioner Skjaret questioned if the gate issue would be dealt with before the traffic picks up for the school age residents. He also questioned who has the key.

Interim City Administrator Post advised that three organizations have the key and that the future plan would be for the gate to be electronic. He advised that the gate would be repaired and the sign would be made more attractive.

Commissioner Hoen stated that when the project was nearing completion, an access trail was put into a neighborhood. He advised that residents have expressed concern with the steepness of the trail. He stated that there was a possible grant available during the month of February to correct that trail and wanted to bring attention that that issue.

Interim City Administrator was familiar with that grant and thought that it was through the DNR. He advised that the issue was discussed at the Park Board meeting during their discussion of priorities. He advised that the discussion included the debate of public versus private trails and which category that trail would fit into. He advised that they would still be able to apply for that grant in regard to the trail correction.

Chair Crump advised that he had sent information to the Interim City Administrator and questioned if there was an update on the shovel ready projects for the City.

Interim City Administrator Post advised that the water main replacement on Daniels at Willow is the only shovel ready project in the City. He explained that the challenge is distributing the federal money to the States, and then being distributed throughout the State itself. He confirmed that the project was included in the list.

Chair Crump noticed that the roof was being put onto Kenny's Market.

Interim City Administrator Post advised that he was unsure in which direction that property would be going. He advised that if the building was sold and going to be torn down, a lot of digging would be going on and that lot would be dirt for some time due to the environmental issues with that property.

Commissioner Loosen questioned if anyone noticed the Chunk's sign that was installed. He advised that the original sign had been turned and placed onto the awning. He advised that the sign that was supposed to come down had not yet been taken down and wanted to see that removed.

Chair Crump confirmed that the old sign would need to be removed or that business would exceed the sign area for the building.

Commissioner Loosen questioned if the lake walk could be included for the possible grant money that Commissioner Hoen had brought up.

Interim City Administrator Post advised that project would need to be done through the County Turn Back.

Commissioner Loosen advised that a tree care service had moved into the City and advised that the lot is just a mess, with woodchips everywhere. He thought that the issue should be addressed at this point, before it goes any further.

Interim City Administrator Post advised confirmed that the previous tenant had removed all of their equipment, as they had been late to do so. He advised that he would follow up with that concern.

Commissioner Loosen advised that they had been processing woodchips on the lot.

Staff Business

Interim City Administrator Post commented that the worksession next Tuesday for the Council should be interesting for the Councilmembers that have not previously attended a turn back meeting, as the County representative would be present.

Commissioner Skjaret questioned if the meeting was closed to council only.

Interim City Administrator Post advised that it would be a public meeting, but explained that only the Council would be able to take part in the meeting. He believed that Long Lake Floral was in the process of being sold to another retail use and thought that there might be some parking issues with that space.

ADJOURN

Commissioner Skjaret moved to adjourn the meeting at 7:25 p.m. Commissioner Hoen seconded. Ayes: all.

Respectfully submitted,

Terry Post
Interim City Administrator